

CARE OF EQUIPMENT

Policy:

Equipment will be properly maintained.

Procedure:

Any person in charge of equipment belonging to the college should supervise the use of the equipment to prevent damage or misuse. If the equipment is under a repair/maintenance contract, the person in charge should telephone the proper company and request service. If the equipment is not under a repair/maintenance contract, a purchase order should be properly completed and processed for the service.

Career and Technical faculty members will fill out an equipment control sheet when equipment is moved to another department or sent to be repaired.

Equipment noted as missing should be reported as soon as possible to the immediate supervisor following the procedure established under the policy Inventory Control.